

**IMPORTANT INFORMATION FOR PROCESSING
COMMONWEALTH OF VIRGINIA CAMPAIGN (CVC) CHARITY APPLICATIONS**



How to apply to be a CVC member charity

1. You must be a 501(C)(3) or 501(c)(4) charity. This status is only issued through the IRS. (www.irs.gov)
2. You must be registered with the Va. Department of Agriculture and Consumer Services- VDACS (Charitable Solicitation forms can be located at: <http://www.vdacs.virginia.gov/allforms.shtml>)
3. Beginning February 28th of each year, charities that were in the campaign for at least one of the two previous years will receive by email an access code/PIN for the website. You must have your CVC code and PIN to enter your application on-line between March 1 and April 30.
>>>Note: If you are a charity that is part of a federation such as a United Way, EarthShare, or Community Health Charities (and others), you must contact your federation liaison to establish the steps necessary to ensure your application is processed for you.
4. If you have not received a PIN code by February 28, please email the campaign at CVCStaff@dhrm.virginia.gov to request one. Your PIN code changes each year; your CVC code usually remains the same.
5. Your charity may also participate in the Combined Federal Campaign (CFC). Please note that your application to the CVC is completely Independent of your CFC application, and will use a different membership number. CFC uses a 5-digit number; CVC uses a 4-digit code.
6. You will need a copy of your most recent (less than 18 months old, preferably current year) IRS form I-990 or I-990EZ for reference. Do not mail these forms to the CVC office except on request.
7. You will need to enter a few numbers into the application. Applications are only accepted in an electronic format between March 1 and April 30.
>>>ALL CHARITIES AND FEDERATIONS MUST SUBMIT A CVC APPLICATION EVERY YEAR TO BE CONSIDERED FOR THE CVC CAMPAIGN. IF YOU HAVE A CERTIFICATE FROM VDACS THAT STATES YOU ARE EXEMPT FROM ANNUAL REGISTRATION, THIS ONLY APPLIES TO VDACS REGISTRATION AND NOT YOUR CVC APPLICATION.

8. Each NEW charity must complete an Electronic Business Agreement (EBA), sign it, and mail the signed original to: CVC, 101 N. 14th Street – 12th Floor, Richmond, Virginia. This is only required one time unless your 501(C)(3) tax ID number or your CEO/CFO changes, and every ten years (years ending in zero).

>>>Note: Charities that are participating in the CVC as a member of a federation should not submit an EBA; since information from CVC goes through your federation, the federation's EBA is sufficient.

9. Financial Eligibility Requirements include:
 - a. Your **operating expenses** must be 25% or less to be in the campaign each year.
 - b. All charities receive CVC funds based on the designated gifts from state employees. Charities that are "NEW" (not in the campaign the previous year) must receive at least \$250 in designations in their first year to be eligible for the next year's campaign. Charities that are "RETURNING" to the campaign (in the campaign the previous year) must receive at least \$750 in designations to remain eligible for the next year's campaign.
10. Charities need to work with their federations to determine if it is beneficial to your charity to apply with the CVC independently, to file through their federation, but NOT both.
11. All charities that complete applications by April 30th will be notified by email or US mail of their acceptance into the campaign or the reason for rejection by May 15th. There are no exemptions or appeals. Most communications to charities and federations are via email and charities are encouraged to provide an email address on their CVC application that is monitored on a regular basis.

Note: If you need assistance with the application process, please email the Commonwealth of Virginia Campaign office at CVCStaff@dhrm.virginia.gov.